



Thomas Ford Memorial Library
Board of Trustees
Minutes of the January 24, 2023

Fahrenbach called the meeting to order at 7:04 p.m.

Present: Baker, Carroll, Fahrenbach, Hanson, Kartsounes, Montgomery Absent: Foster

Also present: Bodewes, Lewandowski

MOTION: Minutes of the November 29, 2022 meeting of the Board of Trustees

Montgomery moved to approve as presented the minutes of the November 29, 2022 meeting of the Board of Trustees; Carroll seconded the motion. All approved.

Treasurer's Report

Bodewes reviewed the November 2022 and December 2022 treasurer's reports and vendor lists. Property tax revenue has begun to be received. Noted expenditures are quarterly SWAN membership and the building bond repayment. All other income and expense is of the usual sort. December—13th Month 2022 expenditures will continue to be paid in February 2023.

November 2022 Treasurer's Report

Library Operating Fund #920	\$461,551.71
Graham Trust Fund #925	\$274,699.47
Building Maintenance Fund #930	\$118,441.94
Capital Fund #970	\$108,620.01
Timber Trails Fund #950	\$70,216.52
Debt Retirement Fund #940	\$-79,464.47
November 2022 Vendor List	\$341,322.73

MOTION: November 2022 Treasurer's Report

Baker moved to approve the November 2022 treasurer's report and vendor list; Hanson seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Hanson AYE
- Kartsounes AYE
- Montgomery AYE
- All approved.

December 2022 Treasurer's Report

Library Operating Fund #920	\$657,213.91
Graham Trust Fund #925	\$275,653.69
Building Maintenance Fund #930	\$127,921.388
Capital Fund #970	\$108,996.69

Timber Trails Fund #950	\$70,509.19
Debt Retirement Fund #940	\$-23,668.15
December 2022 Vendor List	\$131,939.49

MOTION: December 2022 Treasurer's Report

Carroll moved to approve the December 2022 treasurer's report and vendor list; Hanson seconded the motion.

Roll Call:

- Baker AYE
- Carroll AYE
- Fahrenbach AYE
- Hanson AYE
- Kartsounes AYE
- Montgomery AYE
- All approved.

Librarian's Report

- **The 2023 Library Board Election** will be held on April 4. There are two open seats on the Board. Jean Carroll will serve a second term and the remaining seat will be filled by newcomer Adam Fuelleman.
- **Staff Performance Appraisals** are being conducted during January and February. 2023 goals and objectives were reviewed during the December Staff In Service. Staff has received their new pay rates and paid time off summaries which went into effect in the first paycheck of 2023.
- **Statements of Economic Interest.** All elected officials must complete an annual Statement of Economic Interest by May 1 each year. Those statements typically arrive by email during the month of February and March.
- **Winter Reading Program** has been received with enthusiasm! Participants 5th Grade and up have been enjoying hot cocoa kits on the way to reading four or more books and taking home cozy TFML socks. Also, charming winter-themed TFML bookmarks are available throughout the Library.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: No visitors.

Communications: A letter of advisement was received that the Library has been named as a beneficiary of an irrevocable trust. The Rotary Club thanked the Library for its support of the annual Secret Santa clothing, toy and gift drive.

Committees:

Building and Grounds

Carroll reported on building projects.

- Installation of two WiFi boosters completed the system upgrade started several months ago.
- Upgraded thermostats were installed throughout the building.
- The sump pump and ejector pump were replaced in response to erratic performance related to clogging. It was noted that a backup pump is kept on site to ensure quick response in emergency situations.
- Photocopiers were updated in conjunction with a renewed lease.
- It was noted that the natural gas expenditure is high, which was anticipated in the budget.

Personnel

Hanson reported. The Personnel Committee will meet immediately following this regular Board meeting for the purpose of discussing the Library Director annual review and 2023 goals. The Committee thanked the Trustees for completion of the evaluation forms.

Library Friends

Montgomery reported on the January 11 meeting. A finance review reflected the success of the Fall book sale and regular lobby sales. Funding of \$3,000 was approved for Children's programming. Book donations will resume on April 1 in preparation for the Fall book sale. The Board expressed appreciation for the generous support in both time and funding by the Library Friends.

Library Foundation

Kartsounes reported on the January 17 meeting. Finances and investments were reviewed. The 2022 Appeal was very successful with donations of approximately \$18,000. Izzy Gut and Kat Lewandowski were thanked for their assistance with the appeal. Timing of outreach to high value donors will be adjusted. A new online merchant service provider (Stripe) will be used due to an unfavorable new policy of the previous provider (PayPal). The Foundation also received in December a very generous donation in the amount of \$10,000. Development of a planned giving outreach program is moving forward. The Foundation will express its appreciation to Library staff by hosting a celebration during National Library Week (April 23-29).

Old Business

Staff In Service and Appreciation. The Library was closed on December 9 for an In-Service Day. The closure was posted at the Library, on the website and on social media. The day included a review of 2023 library-wide goals, a presentation and conversation on dealing with the unexpected at the Library, departmental meetings and lunch. TFML blankets were gifted to the staff in appreciation for the good work done during 2022. The day was informative, useful, and enjoyable. And the staff love their TFML blankets! Board members enjoyed reciprocal appreciation treats provided by Izzy Gut.

New Business

2023 Policy Review Schedule

The 2023 Policy Review schedule was presented.

MOTION: Carroll moved to accept the Policy Review Schedule as presented; Baker seconded. All ayes.

Review of Board of Trustees Executive Session Minutes

The biannual review of Executive Session Minutes to determine which should be kept private or made public is required by law. It is the advisement of Library legal counsel that Executive Session minutes pertaining to personnel matters be indefinitely retained.

MOTION: Baker moved that the following minutes be retained in the Executive Session file to be reviewed again in July 2023; Hanson seconded the motion.

- Personnel Matters and Staff Salaries: Personnel Matter (all minutes from 1998 Executive Sessions related to this); Second Personnel Matter (November 2007); Third Personnel matter (February 23, 2010, April 26, 2011); Fourth Personnel Matter (October 27, 2015)

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Hanson AYE
Kartsounes AYE
Montgomery AYE
All approved.

There being no other business, Carroll moved to adjourn at 8:09 p.m.; Montgomery seconded the motion.
All approved.

The Personnel Committee will meet immediately following this regular meeting.

The next regular meeting of the Board of Trustees will be held on Tuesday, February 28, 2023.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary